

**WASHINGTON STATE
CONSERVATION COMMISSION**

ADMINISTRATIVE POLICY

Out-of-State Travel Authorization

This policy is to ensure conformance with Office of Financial Management (OFM) regulations.

Travelers are to receive approval by the agency head or authorizing body before embarking on out-of-state travel. For purposes of OFM Subsection 4.2.1.3.1.f., travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state travel.

Out-of-state travel authorization for the Executive Director and Commission members shall be an action of the Conservation Commission when meeting in regular session. Travel authorization shall be in the form of a motion, stating travelers, date(s) of travel, and purpose.

As the Commission meets bi-monthly, should the need arise in the interim between regular meetings, out-of-state travel for the Executive Director and/or Commission members shall be authorized by the Executive Director with the concurrence of the Commission chair.

If the Executive Director or a Commission member, as a representative of the Washington State Conservation Commission, serves as an officer/member of a regional or national association, committee, or task force, out-of-state travel is authorized as necessary to meet the requirements of that position.

Out-of-state travel for Commission staff shall be authorized by the Executive Director.

Approved:

Steven R. Meyer
Executive Director

July 17, 1997
Date